

Exhibit "A" – Scope of Services
TERMINAL ACCESS & SECURITY IMPROVEMENTS
FDOT NO. 423621-5-94-01
Tri-County Airport
August 11, 2020

SECTION A: PURPOSE

The purpose of this task order is to perform design, bidding, and construction phase services for the Terminal Access & Security Improvements project at the Tri-County Airport.

The existing airport entrance does not offer direct public access to the airport terminal building as the airport terminal is wholly contained within the airport security fence. The access gate into the airport security fence is accessible through a keypad with a code. Public access to the terminal building is desired as the airport terminal hosts monthly Tri-County Airport Authority meetings and other public meetings. By reconfiguring the entrance to the terminal building, the airport can facilitate public access and a more welcoming entrance to the airport, while maintaining proper security measures.

The project is anticipated to address pavement and building modifications to improve public access and security to the airport terminal, compliant with FAA and FDOT standards. The design phase shall include site investigations, public/airport involvement, and permitting services.

SECTION B: PROJECT DESCRIPTION

The improvements to be included in the design generally consist of the following elements:

- Improve public access to the airport terminal at Tri-County Airport
- Maintain or enhance security to the main entrance of the airport

The project will include, but is not limited to, modifications to the driveway and parking areas at the airport's entrance, realignment of the perimeter fence, and security improvements to protect against unauthorized access to the airfield through the terminal building. Signage and lighting improvements may be incorporated. The Airport will comply with Aviation Program Assurances during the execution of this project.

SECTION C: SCOPE OF SERVICES

The following tasks identify the scope of professional services to be performed by AVCON (Consultant):

Task C-1: Design Phase Services (Lump Sum):

- 1. Attend Project Kick-Off Meeting:** Consultant shall attend a kick-off meeting with members of the public, the Airport Authority, airport users and airport staff to discuss project parameters, funding, and other criteria. The primary purpose of the meeting will be to collect input from the airport users as to general project considerations and features for incorporation into the project.
- 2. Collect Existing Conditions and Record Documents:** Consultant shall investigate existing conditions through a site visit and through available record documents supplied by the airport. The task shall include collecting information to verify conditions and configurations of existing pavements, drainage facilities, and security measures.

- 3. Perform Topographic Survey:** Consultant shall subcontract with a qualified surveying firm to perform a topographic survey of the project limits to allow completion of the design. The surveyor will also provide data control monumentation.
- 4. Develop Conceptual Design Alternatives:** Consultant shall identify and assess alternatives for improving vehicular and pedestrian access to the terminal building while maintaining security against unauthorized access through the perimeter fence. Security improvements may include keypad on or within the terminal building entrance along with improved lighting, signage, and other features. Alternatives will be coordinated with Airport Authority to develop consensus on the basis of design.
- 5. Participate in Concept Review with Airport Authority:** Consultant shall conduct a review of the conceptual design alternatives with the Airport Authority to develop consensus on the basis of design. It is assumed that the meeting will be held in the Airport Terminal Conference Room. Consultant shall provide handouts for the meeting along with a meeting agenda. It is assumed that two consultant staff members will attend the meeting. Consultant shall prepare and distribute meeting minutes.
- 6. Perform Geotechnical Investigations:** Consultant shall subcontract with a qualified geotechnical testing firm to perform geotechnical investigations of the project limits to facilitate design of the proposed pavement improvements associated with the recommended basis of design. The work shall also include an investigation of soil and groundwater properties required to facilitate stormwater improvements.
- 7. Perform Evaluation of Local Stormwater Improvements:** Consultant shall evaluate requirements for attenuation and treatment of stormwater in accordance with NFWFMD & FDEP standards to account for improvements within the project limits.
- 8. Develop 60% Design Documents:** After receipt of the airport's review comments of the conceptual design documents, Consultant shall develop design drawings to an intermediate 60% design level. The 60% design drawings are anticipated to include the following:
 - Cover Sheet
 - Bid Schedule with recommended phasing
 - General Notes
 - Safety & Security Notes
 - Existing Conditions & Demolition Plan
 - Access and Staging Plan
 - Phasing Plan
 - Site Plan
 - Access Road Realignment drawings
 - Grading & Drainage Plan
 - Utility Plan
 - Miscellaneous Details
 - Typical Pavement Sections

- 9. Prepare Opinion of Probable Construction Costs:** Consultant shall prepare the probable construction costs by project element based on the 60% design documents.
- 10. Participate in 60% Design Review with Airport Authority:** Consultant shall conduct a review meeting at the 60% design completion with airport personnel to solicit comments on the design. Consultant shall provide handouts for the meeting along with a meeting agenda. It is assumed that two consultant staff members will attend the meeting. Consultant shall prepare and distribute meeting minutes.
- 11. Prepare Responses to Comments Received:** Consultant shall prepare written responses to questions and comments received from airport staff and FDOT based on review of the 60% Design Drawings.
- 12. Develop 90% Design Documents:** After receipt of the airport's review comments of the 60% Design drawings and specifications, Consultant shall proceed with the performance of the services in the Final Design Phase. These services shall include further development of the drawings to a 90% completion, which is intended to be a complete set pending final review and approval by the airport, and FDOT. All access control policy and procedures shall be implemented into the plans. The 90% design drawings are anticipated to include the following:
- Cover Sheet & Index of Drawings
 - Bid Schedule with recommended phasing
 - General Notes
 - Safety & Security Notes
 - Existing Conditions & Demolition Plan
 - Access and Staging Plan
 - Phasing Plan
 - Site Plan
 - Access Road Realignment drawings
 - Grading & Drainage Plan
 - Utility Plan
 - Miscellaneous Details
 - Typical Pavement Sections
 - Building Modification Plans
- 13. Participate in 90% Design Review with Airport Authority:** Consultant shall conduct a review meeting at the 90% design completion with airport personnel to solicit comments on the 90% design. Consultant shall provide handouts for the meeting along with a meeting agenda. It is assumed that two consultant staff members will attend the meeting. Consultant shall prepare and distribute meeting minutes.
- 14. Prepare Responses to Comments Received:** Consultant shall prepare written responses to questions and comments received from airport staff and FDOT based on review of the 90% Design Drawings.

15. Prepare Front-End Documents: Consultant shall prepare contract documents. Consultant shall utilize standard conditions and provisions as applicable for Tri-County Airport projects funded by FDOT. Consultant shall modify as applicable for this project. Front-end documents are anticipated to include the following:

- Invitation for Bids
- Instruction to Bidders
- Proposal
- Bid Documents
- Notice of Award
- Standard Contract Agreement
- Performance and Payment Bonds
- Notice to Proceed
- Special Provisions
- General Provisions

16. Prepare Technical Specifications: Consultant shall identify technical specifications for the identified items of work. Specifications to be used shall be consistent with FDOT Standards.

17. Prepare Engineers Report: Consultant shall, in a narrative form, present findings of engineering studies. This report shall document existing conditions, data collection including the topographical survey, grading, drainage, utilities, operational considerations, cost analyses and comparisons, pavement section design, and construction phasing/scheduling recommendations.

18. Prepare and Submit Permitting Applications: On behalf of the Airport Authority, Consultant shall prepare and submit applicable stormwater and utility permit applications (or exemptions) based on the scope of improvements developed in the 90% design documents. Permitting services shall include coordinating the proposed project with Holmes County to facilitate project approval.

19. Update Opinion of Probable Construction Costs: Consultant shall update Engineer's opinion of probable construction costs based on bidding documents. Quantities and costs shall be divided by schedule and phase.

Task C-2: Bidding Phase Services (Lump Sum):

1. Develop Release for Bidding (100% Design) Documents: After receipt of the airport's review comments of the 90% Design drawings and specifications, Consultant shall finalize the drawings for bidding. The Release for Bidding (100% Design) drawings shall incorporate comments addressed by permitting agencies and are anticipated to include the following:

- a. Cover Sheet & Index of Drawings
- b. Bid Schedule with recommended phasing
- c. General Notes
- d. Safety & Security Notes

Exhibit "A": Scope of Services
Terminal Access & Security Improvements
August 11, 2020
Page 5 of 9

- e. Existing Conditions & Demolition Plan
- f. Access and Staging Plan
- g. Phasing Plan
- h. Site Plan
- i. Access Road Realignment drawings
- j. Grading & Drainage Plan
- k. Utility Plan
- l. Miscellaneous Details
- m. Typical Pavement Sections
- n. Building Modification Plans

AVCON shall complete the assembly of the 100% bid documents, including all comments, and issue documents to County, FDOT, and approved plan rooms as part of the overall project advertisement.

2. **Attend Pre-Bid Conference:** AVCON shall conduct a Pre-Bid Conference at Tri-County Airport Conference Room to discuss specific project issues, specific construction features, operational phasing, special airfield construction limitations, and other applicable requirements. AVCON shall prepare and distribute minutes of Pre-Bid Conference to conference attendees and funding agencies.
3. **Respond to Questions:** AVCON shall prepare formal responses to questions submitted by potential contractors prior to awarding the contract.
4. **Prepare and Distribute Addenda:** AVCON shall prepare and coordinate addenda to bid documents as required to address any revisions resulting from questions.
5. **Attend Bid Opening:** AVCON shall attend the bid opening at a regularly scheduled Tri-County Airport Authority meeting and open the bid publicly. AVCON shall record the preliminary bid amounts and collect copies of the bids for further evaluation and recommendation.
6. **Prepare Recommendation of Award and Bid Tabulation:** AVCON shall prepare a recommendation of award to the Airport Authority based on bids received by prospective contractors. The recommendation shall include a tabulation of bids received.

Task C-3: Construction Administration and Inspection Services (Lump Sum):

1. **Prepare Conformed Construction Documents:** Following the project construction award, AVCON shall incorporate addenda items as applicable and shall prepare and submit two (2) sets of the "Release for Construction" documents, including plans, specifications, and front-end documents, for County records. In addition, Consultant shall prepare and submit one (1) additional set of "Release for Construction" documents for FDOT review prior to issuing the Notice-To-Proceed for construction work.
2. **Coordinate with Owner and Contractor During Construction:** AVCON shall provide routine updates and coordination with the County and Contractor throughout construction.

- 3. Participate in Pre-Construction Conference; Prepare Minutes:** AVCON shall coordinate and participate in a Pre-Construction Conference to present and discuss specific project issues, specific construction features, operational phasing, special airfield construction limitations, and other applicable requirements. The work shall include responding to questions and distributing meeting minutes from the meeting.
- 4. Participate in Airport Authority Meetings:** AVCON shall participate in Airport Authority meetings during the construction phase to provide an overview of the progress, project schedules, and other aspects of the construction.
- 5. Participate in Up to Eight (8) On-Site Visits During Construction to Review Work:** AVCON shall participate in up to eight (8) site visits during construction to observe progress of work. Visits shall be intended to enable observations of the progress to ensure that construction is generally consistent with the design objectives and with applicable safety and security requirements.
- 6. Review Contractor Shop Drawings:** AVCON shall review shop drawings as submitted by the Contractor and shall evaluate compliance with respect to contract requirements. An owner-specified review period (approximately two weeks) shall be specified in the project documents for shop drawing review and response from receipt of the respective shop drawing.
- 7. Review Contractor Pay Applications:** AVCON shall review pay requests as submitted by the Contractor on a monthly basis to review and evaluate the requested values versus the actual work completed and accepted for the payment period. The task shall include review of the work completed in conjunction with the Construction Inspector and certification by the Inspector and the Professional Engineer that the pay application reflects the work performed and stored materials accepted.
- 8. Coordinate RFIs with Contractor:** AVCON shall respond to Contractor Requests for Information (RFIs) as required to provide clear interpretation of the contract requirements. The work shall include preparation of Work Directives or other instruction during the construction phase as appropriate to ensure proper completion in accordance with the contract documents.
- 9. Participate in Substantial Completion Inspection:** AVCON shall attend a punch-list walk-through of the construction upon completion to verify completeness of work. The work shall include an evaluation to determine whether the work items satisfy substantial completion requirements. The task shall include a review of project close-out requirements for the Contractor.
- 10. Administer Punch-List:** AVCON shall prepare and monitor a project punch-list to verify final completion in accordance with contract documents as part of this task. The task shall include a review of the list with the Contractor to clarify remaining contract requirements.
- 11. Participate in Final Completion Walk-Thru:** AVCON shall attend a final inspection walk-through of the construction upon completion of the identified punch-list items in order to verify completeness of work and to determine acceptance of the constructed work. The work shall include an evaluation to

determine whether the work items satisfy substantial completion requirements and certification of the completion.

12. Prepare and Provide Record Drawings/Close-Out Documents: Prepare and provide one (1) set of record drawings and one (1) set of electronic files (in ACAD format) reflecting the installation of features as constructed on site based on certified "as-built" record drawings of the constructed improvements provided by the Contractor. AVCON shall assist the Airport Authority with the preparation of the close-out documentation and shall prepare a close-out package documenting the project. The close out documentation shall include field visit summaries, testing results, approval and clearance letters, and general project information to address FDOT close-out requirements.

13. Provide Project Certifications: Consultant shall review certified "as-built" record drawings of the constructed improvements provided by the Contractor. Based on the certified as-built drawings, Consultant shall prepare a certification that the final construction work has been completed in accordance with the contract documents, subject to any identified deviations, and the systems function as intended. Otherwise, the Consultant shall identify corrections required to facilitate project certifications.

All job-related travel, job-related reprographic costs and supplies, interim review document printing, telefax and long distance charges, mail and express mail services, and printing and plotting costs associated with the construction administration services shall be included in the lump sum fee.

SECTION D: DELIVERABLES

AVCON shall provide the following deliverables:

Conceptual (0-10%) Design Phase:

- Project Kick-Off Meeting Minutes
- Topographic Survey
- 10% Conceptual Plan (10 copies)
- Concept Plan for FDOT
- 10% Conceptual Review Meeting Minutes

10-60% Design Phase

- Written Responses to 10% Conceptual Design Comments
- 60% Design Drawings (10 copies)
- Opinion of Probable Construction Costs
- Preliminary NFWFMD Permitting documents
- Preliminary Bid Schedule
- 60% Review Meeting Minutes
- 60% Design Drawings for FDOT

Exhibit “A”: Scope of Services
Terminal Access & Security Improvements
August 11, 2020
Page 8 of 9

60-90% Design Phase

- Written Responses to 60% Design Drawing Comments
- 90% Design Drawings (10 copies)
- Opinion of Probable Construction Costs
- NWFWMF/FDEP Permitting documents
- Holmes County Permitting documents
- Engineer’s Report
- Front-End Documents
- Technical Specifications
- 90% Bid Schedule
- 90% Review Meeting Minutes
- 90% Design Drawings for FDOT
- Written Responses to 90% Design Drawing Comments
- Responses to NWFWMF RAI

Bid Phase

- Release for Bid 100% Design Release for Bid Drawings (10 copies)
- Release for Bid Front-End Documents
- Release for Bid Technical Specifications
- 100% Opinion of Probable Construction Costs
- 100% Design Drawings for FDOT
- Recommendation of Award

Construction Phase

- Conformed “Release for Construction” Documents
- Project Certifications

SECTION E: COMPENSATION

AVCON will be reimbursed for these services based on a lump sum fee. AVCON will issue monthly invoices based on the percentage of work completed. The lump sum fee is based on the estimated level of effort to complete this scope of services as follows:

Design Phase Services	\$ 67,440.00
Bidding Phase Services	\$ 9,865.00
<u>Construction Administration Services</u>	<u>\$ 59,660.00</u>
Total	\$136,965.00

SECTION F: SCHEDULE

The project schedule is anticipated to require approximately 18 months and is anticipated to progress from the project Notice-To-Proceed (NTP) as follows:

Design Phase Services	150 days
Permitting	60 days
Bidding Phase Services (and contracts)	90 days
Construction & Construction Administration Services	210 days
Project Close-Out	<u>30 days</u>
Total:	540 days

SECTION G: EXCLUSIONS AND ASSUMPTIONS

The following exclusions and assumptions shall apply to this scope of services:

- The awarded contractor shall be responsible for performing all construction activities, including but not limited to – implementing specified erosion control measures, NPDES permitting, and any local permitting required for construction.

SECTION H: ADDITIONAL SERVICES

Additional services may be separately added to this contract during the course of work based upon agreed fees. No additional services shall be undertaken without the written authorization of the Airport Authority and FDOT.

END OF SCOPE